United Nations ST/IC/2004/43

Secretariat

14 September 2004

# Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Language and communications programme at Headquarters — 2004/2005**

1. Language courses in Arabic, Chinese, English, French, Russian, and Spanish are organized in order to promote linguistic balance and multilingualism within the Secretariat and to improve the language capabilities of its staff as mandated by the General Assembly in its resolutions 2480 B (XXIII), 43/224 D and 50/11. The purpose of these courses is to provide staff members with the opportunity to learn the official languages of the Organization and to use them in their work. To further enhance the ability of staff members to perform their jobs with greater competence and to develop their linguistic skills for professional development, special courses that concentrate on a specific skill, such as drafting or giving presentations, are offered.

2. The purpose of the present circular is to advise staff members of the registration dates and schedules for the United Nations language and communications programme at Headquarters.

## I. Fall 2004 and 2005 course calendar

3. The fall 2004 and 2005 course calendar is as follows:

(a) *September 2004 term*

| | |
|---|---|
| Language classes: | 13 September-3 December |
| End-of-term examinations: | 6-10 December |

(b) *January 2005 term*

| | |
|---|---|
| Language classes: | 3 January-25 March |
| End-of-term examinations: | 28 March-1 April |

* Expiration date of the present information circular: 31 December 2005.

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(c) *April 2005 term*

| | |
|---|---|
| Language classes: | 18 April-8 July |
| End-of-term examinations | 11-15 July |

(d) *September 2005 term*

| | |
|---|---|
| Language classes: | 12 September-2 December |
| End-of-term examinations: | 5-9 December |

## II. Registration

4. The registration schedule for language and communications courses is as follows:

(a) *Registration for September 2004 term*

30 August-3 September 2004

(b) *Registration for January 2005 term*

1-12 November 2004

(c) *Registration for April 2005 term*

21 February-4 March 2005

(d) *Registration for September 2005 term*

6-17 June 2005
29 August-2 September 2005

(e) *Registration for the January 2006 term*

31 October-11 November 2005

**Registration procedure**

5. New participants may register for a language course during the registration period in room S-606, between 1 and 3 p.m. Those who have some prior knowledge of the language they wish to study must make an appointment for a placement test when they register.

6. Once registered, participants will be given an opportunity in class, before the end-of-term examination, to renew their registration for regular courses in subsequent terms. Participants are advised that, if they fail to register at that time, they may be dropped from the programme unless they have submitted a written explanation of their special circumstances to the appropriate language coordinator.

7. All participants, whether new or continuing, who wish to participate in special courses, such as the advanced reading workshops and the pronunciation workshops, must register in room S-606. In the case of special courses, if a specific course is oversubscribed priority will be given to staff members and applicants who have not taken the course before.

8. Returning participants who have been absent from a course of study for two terms or more will be required to take a placement test in order to re-enrol in the programme.

**Language of study**

9. Prospective participants are advised to exercise particular care in choosing the language in which they wish to take either a regular or an accelerated course, for they may register for only one such course each term and may not interrupt a course of study in one language in order to begin studying another without the prior authorization of the Officer-in-Charge of the language and communications programme. Students in the programme must write to the Officer-in-Charge to request such a change.

**Notification of enrolment**

10. Staff members and other participants whose registration is current or who have registered during the established registration period should check the class lists, which will be posted on the sixth floor of the Secretariat building, in the SA-B classroom area, and on the second floor of the DC2 building during the week before the beginning of each term.

**Cancellation of registration**

11. Participants who believe that they will be unable to complete the course in which they are enrolled and wish to withdraw must do so by completing the change-of-registration form in room S-606 between 1 and 3 p.m. within the first two weeks of the term. If those students wish to re-register for the same course in a subsequent term, they must come in person to room S-606 during the announced registration period. Paying participants who cancel their registration after this two-week period will be considered participants for the term and will be charged the full fee for each course in which they have registered (i.e., no tuition fees are refunded after the second week of classes). Furthermore, they will be treated as repeaters when they register for the same course in a subsequent term.

12. For paying students, the fee for each regular and accelerated course is **$350** per term. Two-hour per week conversation and special courses are **$200** per term and one-hour per week special courses are **$100** per term.

## III. Language courses

13. Three types of language courses are offered each term: regular, accelerated and special. In addition, the language and communications programme designs and conducts special job-related language courses to meet specific language needs at the request of departments.

**Regular courses**

14. Regular courses meet for one-hour periods, three or four times a week, depending on the level. Regular courses offered in the evenings meet twice a week for 1½ hours. Classes are offered at the following times:

| | |
|---|---|
| Before work: | 8.30 a.m. |
| Lunch hour: | 12 noon, 1 p.m. and 2 p.m. |
| After work: | 5.45 p.m. (6.15 p.m. during the General Assembly session) |

15. Not all levels of a given language are offered at each of these times. Draft schedules, posted in room S-606, should be consulted at the time of registration. Every effort will be made to place registrants according to the time preferences they indicate; however, because the number of places in lunch-hour courses is limited, there is no guarantee that registrants will be given the time they have chosen.

**Accelerated courses**

16. Accelerated courses are offered as an intensive alternative to the regular programme. Classes meet five days a week from 8.30 to 9.30 a.m.

## IV. Special communications skills

17. To address the needs of the Organization for staff members to develop their communication skills for work-related purposes, courses have been developed as indicated in the report of the Secretary-General on the implementation of the strategy for the management of the Organization's human resources and other human resources management issues (A/C.5/51/1).

18. The writing training component of communication skills addresses the need to improve the drafting skills of staff members whose functions require them to draft in a working language of the Organization. Writing workshops, which include courses in drafting letters and memoranda (English and French) and report writing, may meet from 3 to 5 p.m., or from 5.45-7.45 p.m. (6.15-8.15 p.m. during the General Assembly) one day a week. In addition, presentation skills courses (English and French) are offered to develop the ability of staff members to speak more effectively before groups. Special language workshops that allow participants to focus on and improve their abilities in specific skill areas are offered on a rotating basis. At the time of registration, participants may check which workshops are available in the language they wish to study.

19. For a description of these courses, staff are requested to consult the Staff Development Programme site of the Office of Human Resources Management on the United Nations Intranet (http://Intranet/OHRM/Training/2La0.htm), under the heading "Staff Services", or the Staff Development Programme booklet.

## V. Additional information

**Lunch-hour attendance of language courses**

20. Supervisors are requested to permit staff members attending classes during their lunch hour 20 minutes for a quick meal before resuming their work.

**Absenteeism**

21. Participants are advised that those who fail to attend class during the first week of the term will automatically be dropped from the class list, and their places may be allotted to persons on the waiting list unless they have informed the language coordinator in writing. Absences from class during the term should be explained in writing to the appropriate language coordinator.

**Course materials**

22. Participants will be informed on the first day of class of the materials that will be used during the course. Textbooks assigned for specific language courses may be available for purchase under special arrangements with vendors or in the United Nations bookshop, located in room GA-032A. Language Coordinators will advise students about how to obtain course materials.

**End-of-term examinations**

23. Examination schedules are posted during the last month of classes. Participants are advised that examinations are an integral and mandatory part of the language programme. Participants who do not sit for the end-of-term examination will be dropped from the programme unless they have submitted an adequate written explanation to the appropriate coordinator in advance of their absence.

24. Examinations are given after the last week of classes for regular and accelerated courses to determine whether a participant will pass to a higher level or repeat the course. The examinations consist of written and oral components, both of which participants must pass to be able to go on to the next level. Participants who fail a course may arrange to have a general discussion of the results of their examination by making an appointment with the appropriate language coordinator one week after the beginning of a term.

25. Participants who are prevented by compelling circumstances from taking the examination as scheduled and who wish to request a make-up examination must write a memorandum to the coordinator of the language they are studying.

26. Participants who choose to repeat a level irrespective of their grade on the final examination should so inform their teacher at the end of the course period in order that they be re-enrolled at the same level. A repeater's fee will be charged.

**Language proficiency examination**

27. The United Nations language proficiency examination is the official test of a staff member's knowledge of a language and may be taken both by participants who have completed the last level of a language course and by staff members who have achieved proficiency from outside sources. The language proficiency examination will be given on 11 and 12 January 2005 and 17 and 18 May 2005. The application to take this examination must be made separately. Further details are provided in the information circular on the year 2005 language proficiency examinations. There are no make-up examinations for the language proficiency examination.

## VI. Enquiries

28. The information desk in the Secretariat building located in room S-606 is open from 1 to 3 p.m. on weekdays for enquiries.

29. The following is a list of telephone numbers to call for information:

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|---|---|
| Caroline Vaughan<br>Officer-in-Charge of the language<br>and communications programme: | 963-7027 |
| Cynthia Cunanan<br>Staff Development Assistant,<br>language and communications programme: | 963-8881 |
| Luis Alba<br>Information desk: | 963-7056 |
| Bassam Salem<br>Training Assistant: | 963-2482 |
| Maud Dinand and Velimir Kovacevic<br>Language proficiency examinations: | 963-9503/9508 |

Pedagogical enquiries and appointments with language coordinators and head teachers:

| | |
|---|---|
| Samia Montasser, Arabic Coordinator: | 963-9506 |
| Yong Ho, Chinese Head Teacher: | 963-2481 |
| Carlos Islam, English Coordinator: | 963-2985 |
| Françoise Donini, French Coordinator: | 963-7019/1125 |
| Alla Padalka, Russian Head Teacher: | 963-7063 |
| Javier Zanon, Spanish Coordinator: | 963-7026 |
| Teachers' room (1B-24):<br>Teachers' room (DC2-0203): | 963-5155<br>963-2480 |
| Fax machine number for the language<br>and communications programme office,<br>room S-606: | 963-6016 |

Office hours of language coordinators are posted outside room S-606.

United Nations ST/IC/2004/44

# Secretariat

15 September 2004

## Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Additional arrangements for admission to the premises at United Nations Headquarters during the general debate of the fifty-ninth session of the General Assembly, 21 September through 1 October 2004**

1. The present circular describes arrangements that will be in effect at Headquarters for admission to the premises during the general debate of the fifty-ninth session of the General Assembly from Tuesday, 21 September, through Friday, 1 October 2004. Due to heightened security measures throughout New York City and at Headquarters, the section of First Avenue in front of the United Nations will be closed to vehicular traffic from Monday, 20 September, through Friday, 1 October 2004. As conditions permit, this restriction may be eased by the host country law enforcement authorities. At this time, it is expected that on the weekend of 25 and 26 September, First Avenue will be open to vehicular traffic.

2. The United Nations will be closed to the public from Monday, 20 September, through Friday, 1 October 2004. During this period, regular guided tours will be suspended for 12 days. While the premises are closed to the public, staff members are requested to schedule any appointments with visitors and guests at locations away from the Headquarters site. The premises will reopen to the public on the weekend of 2 and 3 October 2004, when guided tours will resume a regular schedule.

3. During the general debate, individuals holding courtesy, temporary (non-photo) and recreational club passes will not be given access to the United Nations complex. In addition, outside messengers, guests and holders of library building passes will not be admitted. This should be taken into account when scheduling all appointments and meetings during this period. Since access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in this regard. Unless it is essential to conduct official business at the Secretariat, staff members who work in United Nations annex buildings are advised to use the pedestrian crossover at 46th Street to enter the United Nations premises from Monday, 20 September, through Friday, 1 October 2004.

* Expiration date of the present information circular: 4 October 2004.

04-51065 (E) 160904

**Access through the Delegates' Entrance**

4. The Delegates' Entrance is reserved for high-ranking officials and senior United Nations staff. In order to enhance security during the period from Monday, 20 September, to Friday, 1 October, the vehicular gate at 45th Street and First Avenue will be reserved for the exiting of motorcades.

**Access for representatives of non-governmental organizations, the media, retirees, staff, affiliates and interns**

5. For access to the complex, a temporary pedestrian crossover has been constructed at First Avenue and 46th Street. A screening and accreditation centre has been installed in a tent located near the North Lawn area. Representatives of non-governmental organizations, the media, affiliates and interns will be directed north, to the 47th Street gate and the North Lawn facility for accreditation, as necessary, and security screening. They will use the special access walkway next to the globe sculpture (gift of Italy), to enter the General Assembly Building from the Visitors' Plaza, at the east Canadian doors.

6. Access arrangements for representatives of non-governmental organizations shall be through the entrance at 47th Street and First Avenue, where they will be subject to security screening. Those who are not yet accredited will be required to go through an accreditation and screening process in the North Lawn facility. Representatives of non-governmental organizations who possess a valid United Nations building pass and an appropriate meeting ticket will have access to a limited number of seats reserved for them in the fourth balcony of the General Assembly Hall.

7. Members of the media who are not yet accredited will be required to go through an accreditation and screening process in the North Lawn facility. Magnetometer screening of media equipment will be conducted at the facility. In connection with the closure of First Avenue, the traffic median (media island) at 46th Street and First Avenue will be used by satellite communication vehicles.

8. Staff members and retirees using the 46th Street crossing point will be directed north to the 46th Street visitors' gate. Staff members will enter the General Assembly Building from the Visitors' Plaza, at the west Canadian doors. Retirees will be subject to screening inside the visitors' screening facility before using the doorway to enter the General Assembly Building.

**Access to restricted areas**

9. The second floor of both the General Assembly and Conference Buildings, including the bilateral meeting areas located in the Chinese Lounge on the second floor, the area behind the balcony on the third floor of the General Assembly Building, and in Conference Rooms B and C, will be reserved for members of delegations and staff conducting official business. Access to these areas will be given to those bearing United Nations building passes and colour-coded access passes (secondary passes) issued for the duration of the general debate, in accordance with established procedures.

10. The North Lounge on the second floor of the Conference Building will be accessible to staff members with colour-coded access passes (secondary passes) who are conducting official business in the lounge during the general debate. The South Lounge will be utilized during this period as an area for delegations to hold informal

interviews with the press. Therefore, access to the South Lounge is restricted to accredited members of the media and members of delegations invited for interviews.

11. To the extent that space is available, staff members and retirees will be accorded access to the gallery seating areas of the General Assembly Hall upon presentation of their United Nations building passes. On certain days, however, special arrangements may be in effect.

**Closure of First Avenue**

12. It is anticipated that the area in front of the United Nations along First Avenue from 42nd Street to 46th Street will be closed to vehicular traffic from Monday, 20 September, to Friday, 1 October. Delegations and staff members may cross First Avenue at 42nd, 46th or 49th Streets, upon presentation of their building passes. The vehicular crossing point at 46th Street is expected to be particularly congested. A vehicular checkpoint will be established at Second Avenue and 46th Street. Please allow additional time to clear the checkpoint.

13. The street crossing points at 42nd and 46th Streets will be closed at various times throughout the day because of the arrival and departure of motorcades. Therefore, during intermittent closings of First Avenue, the only entry point to the premises will be through the 49th Street crossing point and the checkpoint at the south-east corner of 48th Street.

14. Staff members and affiliates who encounter difficulty in gaining access should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and Reception Unit help desk, located in the lobby of the DC1 Building, on 44th Street and First Avenue.

15. The Secretariat Circle will be closed to vehicular traffic, except for escorted motorcades. The garage entrance at 48th Street will remain open 24 hours a day from 4 a.m. on Monday, 20 September, until the close of business on Friday, 1 October 2004. The garage exit at 42nd Street will remain open 24 hours a day when First Avenue is closed to traffic during this period. When First Avenue reopens to traffic, vehicles may leave the garage through the up-ramp to the Secretariat Circle and exit at 43rd Street and First Avenue.

**Alternative access route**

16. Passenger vehicles with valid authorization to park in the United Nations garage will be allowed to proceed east along 46th Street to First Avenue and 48th Street to the garage entrance. Whenever First Avenue is closed to vehicular traffic, authorized vehicles may utilize the established alternative route through which access can be gained to Headquarters by travelling southbound on the FDR Drive. Upon exiting the FDR Drive, motorists will turn right on 49th Street while staying in the extreme left lane, which will permit them to proceed south on First Avenue to the security checkpoint at the garage entrance. This year the route will be available from 4 a.m. on Monday, 20 September, through Friday, 24 September; it will be closed during the weekend of 25 and 26 September; and it will reopen from Monday, 27 September, until the close of business on Friday, 1 October 2004. There may be periods during the general debate when the FDR Drive will be closed for intervals during the day.

**Closure of the garage**

17. For security reasons, the garage will be closed for parking from 8 p.m. on Sunday, 19 September, and will reopen for authorized vehicles at 4 a.m. on Monday, 20 September. All vehicles must be removed not later than 10 p.m. on Sunday, 19 September, until the reopening of the garage. Remaining vehicles will be towed and stored at the owner's expense.

**Alternative parking while the garage is closed**

18. To accommodate staff who will not have access to the United Nations garage after 8 p.m. on Sunday, 19 September, parking has been allocated for properly identified vehicles along both sides of First Avenue, from 51st to 56th Streets, from 8 p.m. on Sunday, 19 September, to 8 a.m. on Monday, 20 September 2004. A special parking decal, which can be obtained from the Garage Administration, should be displayed on the dashboard of the vehicle and will be honoured by the authorities of the Host Government.

**Vehicle security checks**

19. All vehicles entering the garage are subject to search. Significant delays should be expected. Owing to the traffic restrictions, staff members are encouraged to use public transportation from Monday, 20 September, through Friday, 1 October. Please limit the contents inside vehicle trunks to expedite security clearance.

**Dining room, other catering facilities and commercial operations**

20. It is anticipated that a very large number of security, support and other staff accompanying Heads of State and Government will be on the premises and will use the catering facilities at the United Nations. To the extent possible, the facilities will be expanded to accommodate them. In addition, the hours of operation for some catering facilities normally used by staff will change during this period. The hours of operation of the various catering facilities for the week of Monday, 20 September, to Friday, 24 September, Saturday, 25 September, and the week of Monday, 27 September, through Friday, 1 October 2004, will be as follows:

**Cafeteria (Secretariat Building, first floor)**

| | |
|---|---|
| Monday-Friday (20 September-1 October ) | 8 a.m.-8.30 p.m. |
| Saturday (25 September) | 9 a.m.-3 p.m. |

**Staff Café (Conference Building, fourth floor)**

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|---|---|
| Monday-Friday (20 September-1 October) | 11.30 a.m.-2.30 p.m. |

**Café Austria (Conference Building, first basement)**

| | |
|---|---|
| Monday-Friday (20 September-1 October) | 9 a.m.-6 p.m. |

**UNCA Club**

| | |
|---|---|
| Monday-Friday (20 September-1 October) | 12 p.m.-3 p.m. |

**UNDC-1 Cafeteria, third floor**

| | |
|---|---|
| Monday-Friday (20 September-1 October) | 8 a.m.-6 p.m. |

**UNICEF Cafeteria (UNICEF House, first floor)**

| | |
|---|---|
| Monday-Friday (20 September-1 October) | 8.30 a.m.-4.30 p.m. |

21. The Delegates' Dining Room will be open from Monday to Friday, 20 September to 1 October, from 11.30 a.m. to 2.30 p.m. Access and seating will require the presentation of United Nations building passes valid for the fifty-ninth session of the General Assembly. Priority will be given to reservations from delegations.

United Nations ST/IC/2004/45

Secretariat

15 September 2004

## Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Employment of household employees for whom a G-5 visa has been requested or obtained**

1. The Secretary-General has received from the Permanent Mission of the United States of America to the United Nations a note verbale dated 9 July 2004 in which it informs the Secretariat of the requirements concerning the employment of household employees who are in the United States, or plan to come to the United States, in non-immigrant G-5 visa status.

2. The text of the note verbale is set out in the annex to the present circular. Attached to the note verbale is a copy of the information sheet, which will be provided to household employees when obtaining their G-5 visa.

3. The present circular supersedes information circular ST/IC/2003/32 of 19 May 2003.

* The present circular will be in effect until further notice.

04-51247 (E) 210904

## Annex

### Note verbale dated 9 July 2004 from the Permanent Mission of the United States of America to the United Nations addressed to the Secretary-General

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and has the honor to refer to its circular diplomatic note HC-04-00 of February 18, 2000, concerning the employment of personal servants, attendants, and domestic workers who are in the United States, or plan to come to the United States, in non-immigrant G-5 visa status.

The United States Mission wishes to inform the United Nations Secretariat regarding the requirements for the employment of domestic employees. Every prospective employer (mission member) is required to offer a written contract of employment to the domestic employee (housekeeper, handyman, cook, gardener, babysitter, caretaker or other attendant). The contract must be in English and, if the domestic employee does not understand English, in a second language that he or she understands. Two copies of the contract should be signed by both parties with one for the employer and one for the domestic employee.

A domestic employee applying for a G-5 visa to enter the United States must provide a copy of the signed contract with his or her visa application. Mission members who wish to hire domestic employees who are already in the United States on G-5 visas are also required to offer a written contract of employment. A copy of the contract must be submitted to the United Nations Office of Protocol when registering the domestic employee at the Mission. Further, when a request for an extension of a G-5 visa is made, a copy of the current and/or revised contract should accompany the request sent to the United States Mission.

The employment contract is required to assist the employer and the employee in establishing a good faith employment relationship. Both parties to the contract are expected to carry out the terms of the contract. The contract should include the following:

--**Description of duties.** The contract should describe the work to be performed, e.g., housekeeping, gardening, babysitting, and must also include a statement that the domestic employee shall work only for the employer who signed the contract.

--**Hours of work.** The contract should state the normal working hours and number of hours per week. It is generally expected that a minimum of 35-40 hours per week of paid employment will be provided. It should also state that the domestic employee will be provided a minimum of at least one full day off each week. The contract should also indicate whether the domestic employee will be provided paid holidays, sick days and vacation days.

--**Minimum wage.** The contract shall state the hourly wage to be paid the domestic employee, provided that the rate will be the greater of the minimum wage under federal and state law or the prevailing wage for all working hours. The contract should state that wages will be paid to the domestic employee either on a weekly or biweekly basis and state what deductions are to be taken from wages. If any deduction is taken for meals or lodging, it must be no more than is reasonable.

--**Transportation to and from the United States.** The contract should state that the domestic employee will be provided with transportation to and from the United States.

--**Other terms of employment.** The contract must include a statement that the passport, visa, copy of the contract and other personal property of the domestic employee will not be withheld by the mission member for any reason. Further, it should include a statement that the domestic employee's presence in the mission member's residence will not be required except during working hours. The contract may state other agreed-upon terms of employment, if any, provided they are fully consistent with United States law. Any modification to the contract must be in writing.

--**Record keeping.** To avoid possible misunderstanding, the employer will maintain for the duration of actual employment plus three years, the following records: 1) the employee's full name, date and place of birth, gender and occupation; 2) the employee's home address and telephone number in the United States; 3) a record of the number of hours worked daily and weekly; and 4) a copy of a check or dated receipt covering each pay period, including a record of any deduction made.

The United States Mission also wishes to remind the Secretariat that all personal employees must be notified by the mission to the United Nations Office of Protocol upon arrival and upon departure (including abandonment) of employment, or transfer to a new employer.

If an employer seeks to replace an employee or add to his or her existing domestic staff, the G-5 visa may be denied if there is reason to believe that the employer failed to fulfil his or her obligations to a former or current employee, such as to pay a fair wage. Domestic employees will be provided with a copy of the enclosed information sheet (see appendix) when obtaining their visas. The information sheet informs them in general terms of their customary and legal rights while in the United States and also provided a complaint number, 1-888-428-7581, in the event the domestic employee believes his or her rights are not being observed.

## Appendix to the note verbale dated 9 July 2004 from the Permanent Mission of the United States of America to the United Nations addressed to the Secretary-General

### A Message from the Government of the United States of America

### To recipients of A3 and G5 visas:

You have received an A3 or G5 visa as an attendant or personal employee of an official or other employee of a diplomatic or consular mission or international organization.

**You and your employer have a written employment contract,** which is considered by the United States to be a true statement of your terms of employment. Among the terms of the contract are the following:

- **This contract provides for you to be paid at least the minimum or prevailing wage, whichever is greater, for every hour you work. The prevailing wage in the New York metropolitan area is currently approximately $8.84 an hour.**
- **When not working, you cannot be required by your employer to remain in your employer's home or at your place of employment.**
- **Your passport must always be available to you.**

Employers should honor all provisions of the contract, including provisions for days off and regular payment. You should keep a copy of this contract.

**When you are in the United States, you should be treated fairly and lawfully. If you are to live in the house of your employer, you should be provided with living and working conditions that are within the prevailing standards of the United States.**

The laws of the United States and the individual states may give you additional rights, including protection from abuse, that may not have been written in the contract that you signed. These rights are yours and cannot be denied to you for any reason.

**If, after you have arrived in the United States, you believe that these rights are not being observed, you may seek assistance by calling 1-888-428-7581. For assistance 24 hours a day, you may call 1-888-373-7888.**

You may wish to keep this message with your passport or with your other important documents (such as your employment contract) while you are in the United States.